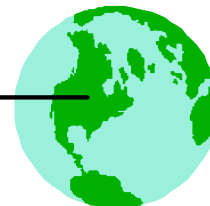




Mecosta / Osceola ISD

MOTECH Group



Request For Proposal

Dear Computer Supplier:

This proposal is a solicitation for bids to purchase approximately 250 desktop computers for the school districts in the Mecosta/Osceola Intermediate School District. Please read and follow the RFP requirements carefully. Bid responses that do not adhere to the RFP requirements are subject to disqualification. The due date for RFP responses is Wednesday, April 11, 2007, no later than 3:00 p.m.

Equipment meeting the minimum configuration specifications must be valid for a period of one month. The MOTECH group anticipates placing an order shortly after this bid has been awarded.

MOTECH understands that vendors may have available various configurations that fit the specifications of this RFP. MOTECH encourages participating vendors to submit more than one response to this RFP.

After bid documentation is reviewed, we may require you to provide an evaluation unit before a final decision is made.

Thank you for taking part in this process. If you have any questions feel free to contact me directly at (231) 592-8503, or by fax at (231) 592-3494.

Sincerely,

Joseph A. Bouman
MOTECH PC Bid Dude
Big Rapids Public Schools Director of Technology

Uniform Proposal Requirements

The following pages represent the uniform requirements that must be met in order to submit bids/quotes to the Technology In Education Program for the equipment listed on the page or pages attached before them in this document.

1. Instructions to bidders:

1.1 Definitions

- The owner is the MOISD MOTECH Group. The owner will be referred to as MOTECH within this document.
- Bidders are vendors, manufacturers or distributors who submit proposals to BRPS.

1.2 Pre-Bid Information

- Questions pertaining to this project should be submitted in writing, fax, or email to:

Joe Bouman	or	Brian Pickett
Director of Technology		Director of Technology
500 North Warren		15760 190th Ave
Big Rapids MI 49307		Big Rapids MI 49307
jbouman@brms.brps.k12.mi.us		bpickett@moisd.org
FAX – 231 592-3494		FAX - 231 796-3300
- Verbal clarifications or requests for appointments can be made by contacting Joe Bouman at (231) 592-8503 or Brian Pickett at (231) 796-3543. .
- **MOTECH prefers sealed written responses to the RFP sent to the following address:**
MOTECH – Technology Computer Bid
500 North Warren
Big Rapids MI 49307
Attn.: Joe Bouman, Director of Technology
- If necessary, bidders may submit their proposal using Email. If bidders choose to submit their proposal using Email, BRPS will accept proposals submitted on Tuesday, April 10th, and Wednesday, April 11th up until the bid opening time. Proposals submitted using email must be an attached file in PDF or TIFF format.

1.3 Bid Opening, Deadlines, and Contract Awards

- Bids will be opened publicly on Wednesday, April 11th, 2007 at 3:00 P.M. Proposals received after this time will not be considered. MOTECH will review proposals, obtain evaluation units if necessary, and select the awarded vendor(s) as soon as possible.

- The bid summary and recommendation will be posted on the MOISD website @ <http://www.moisd.org>.
- Submission of a proposal and acceptance of the same proposal under this RFP shall constitute a binding agreement between both parties.
- Bids will be awarded using the following criteria subject to project team review.

Brand Quality and Reputation	30%
Components included	20%
Warranty/Service/Support	30%
Submittal Accuracy	5%
Conformity with District Policy (Standardization)	15%

- MOTECH reserves the right to consider proposals based on their relative merit, risk, and value to each school district. Components included is not the sole consideration, but must be combined with vendor reliability, customer service, technical support, policy, and proposal quality. Any and/or all proposals may be rejected on this basis.
- Once the winning vendor has been selected, MOTECH reserves the right to make minor modifications as necessary to stay current with technology; hardware, software, or otherwise. The winning vendor may be asked to revise their proposal based upon these modifications.
- MOTECH reserves the right to cancel in part or all of this RFP if it is in the best interest of MOTECH.
- This RFP does not commit MOTECH to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
- MOTECH may accept any item or groups of items, unless the vendor qualifies their offer to specific limits.
- The vendor will supply MOTECH with a reference list of installations similar to this proposed equipment. Please include a minimum of three (3) contacts. Include name of company, contact person and telephone number.
- Specifications shall be in effect for thirty days after the acceptance date and/or after the date of completion of any necessary negotiations entered into during the initial 30 days.

1.4 Vendor Representations and Acknowledgments

- By submitting a bid, each vender represents that:
 - a. The vendor has read and understands the RFP.
 - b. The proposal has been made in accord with the RFP.

1.5 Alternatives and variations

- Alternatives and variations to the requirements of this bid are welcomed, and must be submitted separately and clearly marked as such with reference to the specific paragraph numbers related to each exception.
- Alternatives and variations must be received by MOTECH by the bid opening date and time.

1.6 Delivery Schedule

- The vendor's proposal will define a schedule for product delivery dates.

1.7 Delivery of products.

- MOTECH will require an inventory list (shipping list) of all accepted products from this proposal which will include the expected date of delivery for each item. MOTECH will expect an itemized invoice for all products that match the inventory list.

2. Hardware Evaluation and Testing

- MOTECH reserves the right to request an evaluation of any hardware and/or software provided by vendors submitting a response to this bid.

3. Warranty, Maintenance and Support

- The vendor should submit the following information as part of any bid:
 - The manufacturers warranty period for every component.
 - A description of preventative maintenance services, response times and costs for major items.
 - A description of service providers for items during and after warranty periods.
- The vendor must submit any variations from the following customer support expectations of MOTECH.
- The minimum acceptable warranty shall be three years. The selected vendor will warrant all hardware in a proposed configuration. Any proposed configurations that require MOTECH to contact the original equipment manufacturer during the warranty period will justify cause for disqualification.
- The vendor agrees to pay for all necessary shipping charges related to the warranty, defective equipment, and/or improper shipment.
- The vendor recognizes that they are providing materials to a K-12 educational institution and will provide a description of their relationship with other educational providers, staff development opportunities, and the support personnel they have available to assist in the implementation of applications, if requested to do so.
- Any quoted or bid items that do not include warranty information will not be considered for purchase by MOTECH.

3.1 Hardware Sales Materials

- All hardware must include a sale "glossy" or other marketing information that provides a complete description of the quoted item. Manufacturer comparison information for any item would be beneficial.

3.2 Proof of Authorization

- The chosen vendor must be an authorized reseller of the product specified in the RFP.

3.3 Bid Requirements

- All quotes must be itemized and include per unit and total extended cost to MOTECH as indicated on the Specification Page(s).

4. References

- 4.1 If requested to do so the vendor should be prepared to provide references related to product installation, financial reliability, support services, and/or educational understanding.

Minimum Computer Specifications Desktop:

The Mecosta Osceola Intermediate School District anticipates the purchase of approximately 200 desktop computers for this RFP. Below is a list of minimum equipment specifications that shall be considered as the base system.

- Small Desktop Case configuration
- 17" 4x3 aspect ratio Flat Panel Display
- 512 Megabytes Ram
- Non Celeron Intel Processor
- Windows XP Professional operating system
- 10/100/1000 Ethernet adapter
- 40 Gigabyte SATA Hard Drive
- USB Keyboard
- USB Optical Mouse
- USB and Headphone Jacks accessible from front of system unit.
- Audio Speakers (integrated into display, or internal speaker)
- 3 Year Warranty

Options:

- Upgrade to an mini upright case
- Upgrade to a 19" 4 x 3 aspect ratio Flat Panel Display
- Upgrade to a 17" 16 x 9 aspect ratio Flat Panel Display
- Upgrade to a 19" 16 x 9 aspect ratio Flat Panel Display
- Upgrade to 256M Video Adapter w/DVI output
- Upgrade to 1 gigabyte of RAM
- Add a 3.5" floppy disk drive
- Add a CD-ROM Drive
- Add a CDRW/DVD 'Combo' Drive
- Add a DVDRW Drive
- Upgrade to an ~80 Gigabyte SATA Hard drive
- Upgrade to an ~160 Gigabyte SATA Hard drive
- Upgrade to an ~250 Gigabyte SATA Hard drive
- Upgrade to a 4 year warranty
- Upgrade to a 5 year warranty
- Upgrade to Microsoft Vista Business Edition

Minimum Computer Specifications Laptop:

The Mecosta Osceola Intermediate School District anticipates the purchase of approximately 10-50 laptop computers for this RFP. Below is a list of minimum equipment specifications that shall be considered as the base system.

- 15" display
- 512 Megabytes Ram
- Non Celeron Intel Processor
- Internal Battery with AC charger
- Windows XP Professional operating system
- 10/100/1000 Ethernet adapter
- CDRW/DVD Combo Drive
- 802.11a/b/g integrated wireless adapter
- 30 Gigabyte Hard Drive
- 3 Year Warranty

Options:

- Upgrade to 1 gigabyte of RAM
- Add a 3.5" floppy disk drive
- Add a DVDRW Drive
- Add DVI output capability
- Upgrade to a long life battery
- Upgrade to an ~60 Gigabyte Hard drive
- Upgrade to an ~120 Gigabyte Hard drive
- Upgrade to an ~250 Gigabyte Hard drive
- Upgrade to a 4 year warranty
- Upgrade to a 5 year warranty
- Upgrade to Microsoft Vista Business Edition
- Soft cloth carrying case

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